

Travel Approval Form

Department: STOP

Event Name: MVCPA FY27 RFA Workshop

Location: San Antonio

Event Dates: 04/08/2026

Purpose: Required Continuing Education/Certification
 Job Training
 Other: Required MVCPA training

Name of Attendees:

1 Investigator

1 Office Personnel

Court Decision:
This section to be completed by County Judge's Office



3-09-2026

Required Documents Checklist:

**** Same-Day Travel - Commissioners Court Approval is not required ****

Overnight Travel

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

For Out of State Travel, please also include:

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:



MOTOR VEHICLE CRIME PREVENTION AUTHORITY

FY27

RFA



WORKSHOP



**START
AT
8:00 AM**

This workshop will help develop your skills and answer questions about the FY27 Request For Application

**WEDNESDAY
APRIL 8
2026**

Program of the day:

Welcome and introductions
Overview of MVCPA
Discussion of grant applications and documents
Discussion of grant auditing



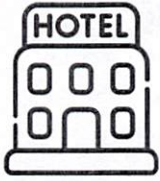
REGISTER HERE

Registration is encouraged but not required



Eilan Hotel (18603 La Cantera Terrace, San Antonio, TX 78256)
Limited hotel rooms at the \$149 rate available

CLICK HERE



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 02/23/2026

DEPARTMENT: STOP

PERSON SENDING REQUEST: Micah Short EXT: 3700

Person (s) Name Attending:

1.	1 Investigator
2.	1 Office personnel
3.	
4.	
5.	
6.	

***If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:**

LEOSE FUNDS

Function Attending: MVCPA FY27 RFA Workshop

Hotel Name: Eilan Hotel
Hotel Address: 18603 La Cantera Terrace
City: San Antonio State: TX Zip: 78256
Hotel Phone# 877-350-4725
Special Requirements:
Conference Hotel Block Code: https://book.passkey.com/event/51163196/owner/49559820/landing
Conference/Training Website: https://www.txdmv.gov/sites/default/files/body-files/MVCPA_FY27_F
How many rooms needed: 2
Date of Check In: <u>4-7-26</u> Date of Check Out: <u>4-9-26</u>

NOTE: When the Purchasing Department reserves the hotel room, payment will be processed and paid for on the travel credit card. ALL Travel PO's MUST be in place prior to travel. The hotel receipt will need to be receipted on your PO upon return. If the traveler does not obtain a hotel receipt upon check out, it's the travelers responsibility to call the hotel and obtain a copy for receipting.

Micah Short

From: The Eilan Hotel And Spa An Ascend Resort Collection Member Team <info@cvent.com>
Sent: Tuesday, February 24, 2026 10:58 AM
To: Purchasing
Subject: The Eilan Hotel And Spa An Ascend Resort Collection Member Reservation Confirmation

CAUTION: This email originated from outside of the Johnson County email system. Use care when opening links or attachments. Report suspicious emails.



FY27 MVCPA RFA Workshop ~ Apr 7, 2026 - Apr 8, 2026 ~ Eilan Hotel and Spa an Ascend Resort Collection Member

Dear Curran Massey,

We are pleased to confirm your reservations at the Eilan Hotel and Spa an Ascend Resort Collection Member. The staff of the Eilan Hotel and Spa an Ascend Resort Collection Member is looking forward to your arrival as part of the FY27 MVCPA RFA Workshop. Should your travel plans change and you need to make changes to your reservations, please [click here](#) or call 877-350-4725.

We look forward to welcoming you to the Eilan Hotel and Spa an Ascend Resort Collection Member.

- The Staff of the Eilan Hotel and Spa an Ascend Resort Collection Member

Reservation Details

Online Confirmation:	VONNW2DS
Hotel Confirmation	Pending. Another email will be sent with your hotel number.
Date Booked:	Feb 24, 2026
Reservation Name:	
Arrival Date:	Apr 7, 2026
Departure Date:	Apr 9, 2026
Room Type:	Junior Suite
Number of Rooms:	1

Number of Guests:	1			
Night by Night Rate:	Date	Guests	Status	Rate
	Apr 7, 2026	1	Confirmed	169.00
	Apr 8, 2026	1	Confirmed	169.00
	Additional GuestRate			
	Second Guest	0.00		
Total Charge:	338.00			
Tax Disclosure:	Please note the following are not included into rates:18% Room Tax Per Night, \$35 per vehicle per night valet parking fee			
Add-Ons:				
Cancel Policy:	If you find it necessary to cancel or change your plans, please inform us by 4:00pm 48 hours prior to arrival. No shows and late cancellations are charged a fee of one night's room and tax.			



Dining



Outdoor Pool



Hotel Gift Shop

Micah Short

From: The Eilan Hotel And Spa An Ascend Resort Collection Member Team <info@cvent.com>
Sent: Tuesday, February 24, 2026 11:01 AM
To: Purchasing
Subject: The Eilan Hotel And Spa An Ascend Resort Collection Member Reservation Confirmation

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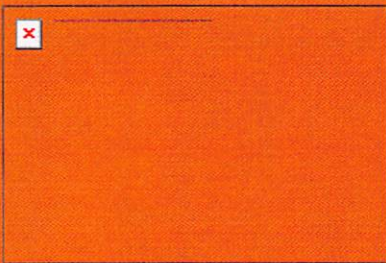
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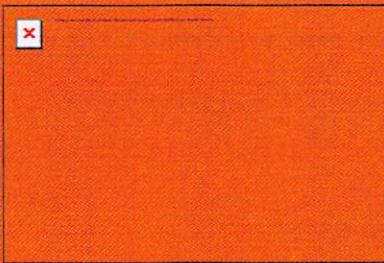
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